

Sales Coordinator

Who We Are

Located in Vancouver, Cressey Development Group is a leading real estate firm established over 55 years ago. We create exceptional homes, communities, and commercial spaces that redefine how people live, work, and connect. With a commitment to superior design and quality construction, Cressey continues to build on a legacy of excellence. This is Where Great Places Begin. This is Cressey.

Job Overview

As our Sales Coordinator, you'll own end-to-end deal administration for residential development and marketing initiatives. You'll maintain the master deal database, coordinate deposits, commissions and purchaser changes, manage parking and storage inventories, and prepare closing documentation. The role demands accuracy, timeliness and compliance while ensuring an exceptional customer experience.

Key Responsibilities

Sale Lifecycle Management & Administration

- Maintain the master database and all deal records across projects, ensuring information is complete and up to date
- Coordinate amendments with purchasers, disclosure statements, and commission documentation
- Track deal progression from contract through closing, ensuring key dates and requirements are met
- Manage and organize all sales-related files and documentation

Deposits, Payments & Commissions

- Track and process deposits including cheques, wires, and receipts
- Prepare deposit instructions and coordinate with accounting to ensure timely processing
- Maintain deposit dashboards and reconcile with internal payment reports
- Review commission invoices, track payments, and coordinate approvals with accounting

Assignments & Purchaser Changes

- Coordinate assignment requests and review supporting documentation
- Manage assignment tracking, purchaser updates, and regulatory reporting
- Process assignment fees, receipts, and required filings
- Ensure all purchaser information is accurately reflected across systems

Parking, Storage & Inventory Administration

- Maintain tracking and allocation of parking and storage inventory
- Manage purchaser requests, availability, and transaction coordination
- Prepare amendments or related agreements and track associated payments
- Support sales team with inventory-related communications and

Closings & Conveyancing Coordination

- Support closing processes including tracking key dates and preparing documentation
- Coordinate with lawyers, notaries, lenders, and purchasers
- Assemble closing packages and maintain organized records
- Monitor and assist with extension requests and closing requirements

Reporting & Process Management

- Maintain internal tracking tools (CRM, Smartsheet, or equivalent)
- Prepare regular reports including sales, deposits, and project-level updates
- Ensure consistent filing, naming conventions, and document control

Sales Centre & Marketing Support

- Support project launches and sales centre setup and operations
- Assist with reporting requirements (weekly, monthly, and regulatory reports)
- Provide on-site or launch support as required

Skills and Qualifications

- 2-3+ years in real estate sales administration, pre-sales, or conveyancing
- Strong understanding of contracts, deposits, commissions, and closing processes
- Highly detail-oriented with strong organizational skills
- Proficiency in Excel and CRM platforms (Avesdo or similar preferred)

Key Traits

- Process-driven and highly organized
- Strong attention to detail, especially with financial and legal documentation
- Reliable and responsive, with a high sense of ownership
- Able to coordinate across multiple teams and priorities

Work Conditions are as follows:

- Pay \$65,000.00- \$75,000.00 per year
- Full time; 40 hours per week
- Working location: Vancouver, BC